

**Corrected Copy**

**PRESTON COUNTY SCHOOLS  
731 Preston Drive, Kingwood, West Virginia 26537 -  
304-329-0580 - Fax 329-0720**

**Notice of Vacancy  
2010-2011 School year**

Corrected Copy

<b>Posting Date:</b> July 12, 2010	<b>Closing Date:</b> July 19, 2010
<b>Title:</b> Spec. Ed. (LD,BD,MI)	<b>Location:</b> Kingwood Elementary
<b>Salary:</b> Based upon degree/experience	<b>Certification:</b> Multi-Categorical (LD,BD,MI)
<b>Budget Source:</b> County Funds	<b>Supervisor:</b> Principal Assigned
	<b>Employment Term:</b> 200 days 2010-2011 school year

**Application Process:** Submit a letter of interest, a bid sheet, a copy of current certification, and a resume' to the Personnel Office, either by mail or fax (304-329-0720) by 4:00 p.m. on the closing date.

**Responsibilities:**

1. Implement a program of study;
2. Foster a classroom climate conducive to learning;
3. Utilize instructional management system models which increase student learning;
4. Monitor student progress toward mastery of instructional objectives, goals, content standards;
5. Communicate effectively within the educational community and with parents on a regular basis;
6. Meet professional responsibilities;
7. Demonstrate competency in the knowledge and implementation of technology standards;

**Minimum Qualifications:**

1. Have at least 5 years experience in Special Education; preferred
2. Have appropriate certification for the position subject(s) and grade level(s) as required in West Virginia Policy 5202;
3. Clearance of any criminal convictions as listed in House Bill 146;
4. Successfully carry out the responsibilities of the position.
5. Agree to work toward Autism Certification as courses are offered, if needed.

**Performance Criteria:**

1. **Program of Study:** Provide curricula required by the State of West Virginia and according to the IEP.
  - A. Base instruction on adopted curriculum for the school;
  - B. Demonstrate accurate and current knowledge in subject field;
  - C. Develop appropriate lessons to teach instructional objectives;
  - D. Employ a variety of instructional strategies to augment achievement;
  - E. Utilize content scope and sequence in planning.
2. **Classroom climate:** Provide an atmosphere conducive to learning consistent with school/county mission.
  - A. Follow established school discipline procedures which include the West Virginia Code of Conduct;
  - B. Establish procedures and rules which enhance learning;
  - C. Encourage student attendance;
  - D. Set high positive expectations for student performance;
  - E. Encourage and acknowledge individual student accomplishments and appropriate behavior;
  - F. Treat students in a fair and equitable manner;
  - G. Accommodate individual learning differences;
  - H. Create and maintain an environment which supports learning;
  - I. Communicate with parents.
3. **Instructional Management Systems:** Organize strategies for teaching to maximize the use of allocated instructional time to increase student learning.
  - a. Prepare and implement lesson plans;
  - b. Begin lesson on instructional activity with a review of previous material, as appropriate;
  - c. Have materials, supplies and equipment ready at the start of the lesson or instructional activity;
  - d. Introduce the instructional activity and specify instructional objectives;
  - e. Direct and adequately supervise students to be on task quickly at the beginning of each

